

AgLearn Access for USDA Supervisors

Getting into AgLearn

This process requires 2 steps:

1. Obtaining a Level 2 eAuth account (USDA employee accounts are created automatically based on information from the USDA personnel system.)
2. Refer to the USDA the AgLearn+ Learners Guide to perform other functions for example: View learner records, manage Learner Learning Plans, register (or unregister) Learners into/from Scheduled Offerings.

Step 1: To login to AgLearn go to www.aglearn.usda.gov and click **Login**, USDA employees must login under the Student section.

Step 2: After the supervisor/learner clicks the **Login** button, they will be taken to the authentication login page. From there the supervisor/learner should enter their **USDA Level 2 eAuthentication ID and password**, and then click **Login** to be logged into AgLearn. Having accessed AgLearn, the next step for USDA supervisor is to navigate to the **Home Page** and select function her/shed chooses, for example: **My Employees**. However, if an alert appears on the Supervisor's home page when there's a training request to approve; click the **You Have Learner Training Approvals** alert link to view the requests or you can navigate **Personal>Approvals**. In the Approvals page, click the training area to open the requests.